

STATE OF CALIFORNIA
Department of Parks and Recreation

CAREER OPPORTUNITY BULLETIN



Date: July 28, 2004

Bulletin #: 526

This Career Opportunity Bulletin may also be viewed on our website at
www.parks.ca.gov

The Mission of the California Department of Parks and Recreation is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

HOW TO APPLY

For each separate position, please forward a standard state application Std Form 678. Indicate the position and location of the job for which you are applying. Send your application to:

Department of Parks and Recreation

P.O. Box 942896

Sacramento, CA 94296

Attention: Personnel Services Division/Certification Unit

All applications must be postmarked by the final filing date

FINAL FILING DATE FOR JOBS POSTED IN THIS BULLETIN: August 6, 2004

California Relay Service **TDD 1-800-735-2929**

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

Correction to Career Opportunity Bulletin #525

The following advertisement has been cancelled:

ADMINISTRATIVE ASSISTANT I (\$3418 - \$4155) – CAPITAL DISTRICT/STANFORD MANSION

The reporting location is at 8th and N Street in Sacramento. This position works under the direction of the Stanford Mansion Manager. The Stanford Mansion will serve as the location to host protocol events for the Governor and the Legislature. The public will be able to see this magnificent National Historic Landmark on guided tours. The incumbent will be the liaison with the Governor's Office, Legislative staff, and the Stanford Mansion Foundation to schedule and host protocol events for dignitaries from around the world. The incumbent will also be responsible for all administrative functions including maintaining the protocol event calendar, receiving and responding to correspondence related to protocol and operational matters, timekeeping, accounting, personnel, purchasing, and developing and monitoring contracts. This is a very sensitive position that requires excellent written and oral communication skills. **State housing is not available.** For further information, please contact Steve Hill at (916) 327-8868 or shill@parks.ca.gov.

Please note the correction to the *salary* in the following advertisement:

MUSEUM TECHNICIAN (PERMANENT INTERMITTENT) (\$13.37 - \$18.37/HOUR) – CAPITAL DISTRICT/CALIFORNIA STATE CAPITOL MUSEUM/SACRAMENTO

The reporting location is the California State Capitol at 10th and L Streets in Sacramento. This position works under the direction of the Exhibit Designer/Coordinator, and will manage the records for 10,000 artifacts and exhibit loan program for the California State Capitol Museum. The California State Capitol Museum has over 10,000 artifacts and images that capture the history of state government at the State Capitol in Sacramento. The incumbent will also manage the artifact record system, catalog new acquisitions, manage the artifact storage and retrieval system and oversee the equipment records for the Capitol Museum. This is an important position that requires excellent organization, written and oral communication skills. This position may work up to 1500 hours per year. **State housing is not available.** For further information, please contact Todd Thames at (916) 324-0312 ext. 206.

Career Opportunity Bulletin #526:

- ❖ **ACCOUNT CLERK II – ADMINISTRATIVE SERVICES DIVISION/ACCOUNTING SERVICES/HEADQUARTERS/SACRAMENTO**
- ❖ **ACCOUNTING TECHNICIAN – ADMINISTRATIVE SERVICES DIVISION/ACCOUNTING SERVICES/HEADQUARTERS/SACRAMENTO**
- ❖ **ASSISTANT STATE PARK RESOURCE ECOLOGIST (PERMANENT INTERMITTENT) – MONTEREY DISTRICT/ASILOMAR STATE BEACH**
- ❖ **ASSOCIATE MANAGEMENT AUDITOR/STAFF SERVICES MANAGEMENT AUDITOR – EXECUTIVE/AUDITS OFFICE/SACRAMENTO**
- ❖ **ASSOCIATE STATE PARK RESOURCE ECOLOGIST/ASSISTANT STATE PARK RESOURCE ECOLOGIST – INLAND EMPIRE DISTRICT/MOJAVE DESERT SECTOR**
- ❖ **ASSOCIATE STATE PARK RESOURCE ECOLOGIST (PERMANENT INTERMITTENT) – SANTA CRUZ DISTRICT**
- ❖ **COMMUNICATIONS OPERATOR (2 POSITIONS) – FIELD SERVICES DIVISION/CENTRAL COMMUNICATIONS CENTER**
- ❖ **EXECUTIVE SECRETARY I – OFFICE OF HISTORIC PRESERVATION/HEADQUARTERS/SACRAMENTO**
- ❖ **GUIDE II, HISTORICAL MONUMENT (SUPERVISOR) – CAPITAL DISTRICT/STATE CAPITOL MUSEUM**
- ❖ **MANAGEMENT SERVICES TECHNICIAN – NORTHERN BUTTES DISTRICT**
- ❖ **OFFICE ASSISTANT (TYPING) – ORANGE COAST DISTRICT/SOUTH COAST ADMINISTRATIVE CENTER**
- ❖ **OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) – GOLD FIELDS DISTRICT/AUBURN STATE RECREATION AREA**
- ❖ **PARK MAINTENANCE ASSISTANT – CHANNEL COAST DISTRICT/SANTA BARBARA SECTOR**
- ❖ **PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) – NORTHERN BUTTES DISTRICT/WEAVERVILLE JOSS HOUSE STATE HISTORIC PARK**
- ❖ **PARK MAINTENANCE ASSISTANT (1/2 TIME) – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR/BUTANO STATE PARK**
- ❖ **PARK MAINTENANCE CHIEF I – DIABLO VISTA DISTRICT/BAY SECTOR**

Career Opportunity Bulletin #526 (Continued):

- ❖ **PARK MAINTENANCE SUPERVISOR – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR/BIG BASIN REDWOODS STATE PARK**
- ❖ **PARK MAINTENANCE WORKER I – ORANGE COAST DISTRICT/CENTRAL SECTOR**
- ❖ **PARK MAINTENANCE WORKER I – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR**
- ❖ **STAFF MANAGEMENT AUDITOR – EXECUTIVE/AUDITS OFFICE/SACRAMENTO**
- ❖ **STAFF PARK AND RECREATION SPECIALIST – OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION/HEADQUARTERS/SACRAMENTO**
- ❖ **STATE PARK RANGER – CHANNEL COAST DISTRICT/VENTURA SECTOR**
- ❖ **STATE PARK RANGER – DIABLO VISTA DISTRICT/BAY SECTOR/CANDLESTICK POINT STATE RECREATION AREA**
- ❖ **STATE PARK RANGER – MENDOCINO DISTRICT/SOUTH SECTOR/HENDY WOODS STATE PARK**
- ❖ **STATE PARK RANGER – NORTH BAY DISTRICT/MARIN SECTOR/SAMUEL P. TAYLOR STATE PARK**
- ❖ **STATE PARK RANGER – NORTH BAY DISTRICT/MARIN SECTOR/SAMUEL P. TAYLOR STATE PARK**
- ❖ **STATE PARK RANGER – NORTH COAST REDWOODS DISTRICT/EEL RIVER SECTOR**
- ❖ **STATE PARK SUPERINTENDENT II – INLAND EMPIRE DISTRICT/CHINO SECTOR**

WHO MAY APPLY

This Career Opportunity Bulletin is for **State employees and/or candidates with current civil service list eligibility**. Anyone eligible for a transfer, change in class, list appointment, training and development assignment, or reinstatement may be considered according to guidelines outlined in DAM 210.311-314

Only the most qualified candidates will be selected for an interview and all appointments are subject to SROA provisions.

(For those classes in Units 10,14,15, and 21, this bulletin does not constitute the transfer process contained in the agreements with the State.)

UNIT 7 (CAUSE): Positions for voluntary geographic transfers will be filled in accordance With Article 16, Section 16.9 of the Unit 7 collective bargaining agreement.

Unit 12 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 17, Sections 17.1-17.7 of the Unit 12 collective bargaining agreement.

Unit 13 (International Union of Operating Engineers – IUOE)
Positions for voluntary geographic transfers will be filled in accordance with Article 14.1 of the Unit 13 collective bargaining agreement.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ACCOUNT CLERK II (\$2209-\$2687) – ADMINISTRATIVE SERVICES DIVISION/ ACCOUNTING SERVICES/ HEADQUARTERS/SACRAMENTO

The reporting location for this position is Headquarters in Sacramento. The duties for this position will include auditing PAPO STD65/DPR40 (Purchasing Authority Purchase Orders) and DPR 285's (Agreement for Services); opening invoices for compliancy; assembling invoices into claim schedules; auditing CalCard invoices received from park districts and headquarters offices, and reconciling monthly encumbrance reports for accuracy and status of documents. **State housing is not available.** For further information, please contact Jill Esola at (916) 653-9933.

ACCOUNTING TECHNICIAN (\$2465-\$2998) – ADMINISTRATIVE SERVICES DIVISION/ACCOUNTING SERVICES/HEADQUARTERS/SACRAMENTO

The reporting location for this position is Headquarters in Sacramento. Duties for this position will include auditing contracts invoices for compliancy; assembling invoices into claim schedules; auditing CalCard invoices received from park districts and headquarters offices, and reconciling monthly encumbrance report for accuracy and status of documents. **State housing is not available.** For further information regarding this position, please contact Jill Esola at (916) 653-9933.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSISTANT STATE PARK RESOURCE ECOLOGIST (PERMANENT INTERMITTENT)
(\$15.18-\$22.54/HOUR) – MONTEREY DISTRICT/ASILOMAR STATE BEACH

The reporting location for this position is the Asilomar State Beach and Conference Grounds. The incumbent will primarily work on projects within Asilomar. This position works under the direction of the District Senior Resource Ecologist. This position will be responsible for a wide range of resource management duties including coastal habitat restoration and maintenance, exotic species control, resource monitoring, including vegetation data collection and analysis, resource-related document preparation, and boardwalk, trail and fence maintenance. Knowledge and experience with GPS/GIS applications is highly desired. Restoration of a dying, pitch canker infested Monterey pine forest will be a huge challenge and will require some creative problem solving abilities. This position may work up to 1500 hours per year. **State housing is not available.** For further information, please contact Tom Moss at (831) 649-2854.

ASSOCIATE MANAGEMENT AUDITOR (\$4316-\$5247)/STAFF SERVICES
MANAGEMENT AUDITOR (\$2902-\$4363) – EXECUTIVE/AUDITS OFFICE/SACRAMENTO

The reporting location for this position is the Audits Office, located at One Capital Mall in Sacramento. This position works under the direction of a Staff Management Auditor. This position requires an individual who can independently plan, prep, conduct field audits, and prepare final reports for grants awarded to local governmental agencies, with minimum supervision. Due to the high volume of grants issued statewide, the incumbent must possess the skill, technical knowledge and good judgment to work independently in the field. The candidate must deal directly with agency heads and management staff of local governmental grant recipients on a routine basis, which requires the ability to communicate program requirements and audit results with sound judgment. This position may be downgraded for recruitment and training purposes. The candidate at the Staff Services Management Associate level will be given the least complex grant audits to perform under the close supervision of a senior auditor. This position requires the willingness to travel up to 40%. **State housing is not available.** For further information, please contact Richard Wong at (916) 445-8992.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

ASSOCIATE STATE PARK RESOURCE ECOLOGIST (\$4122-\$4969)/ASSISTANT STATE PARK RESOURCE ECOLOGIST (\$2632-\$3908) – INLAND EMPIRE DISTRICT/MOJAVE DESERT SECTOR

The reporting location for this position is the Mojave Desert Sector headquarters located in Lancaster. This position works under the direction of the District Superintendent. This is an excellent opportunity to manage spectacular natural and cultural resources in the beautiful Mojave Desert. The Mojave Desert Sector is comprised of seven State Park units stretching from Red Rock Canyon State Park to the Antelope Valley California Poppy Reserve to Providence Mountains State Recreation Area. This position is part of the core staff of the Mojave Desert Sector. The incumbent will manage a wide variety of resource programs including the prescribed fire program, desert vegetation restoration program, species inventory and monitoring and defensive planning. The incumbent will have an active liaison role with other state and federal agencies. This position may be downgraded for recruitment purposes. **State housing is not available.** For further information, please contact Craig Mattson at (661) 726-1668 or email at cmatt@parks.ca.gov.

ASSOCIATE STATE PARK RESOURCE ECOLOGIST (PERMANENT INTERMITTENT) (\$23.78-\$28.66)– SANTA CRUZ DISTRICT

The reporting location for this position is Henry Cowell Redwoods State Park. This position works under the direction of the Senior State Park Resource Ecologist. This position will be a lead person for Assistant State Park Resource Ecologists and a field resource management crew. The primary work assignment and funding will involve murrelet management funded by an oil spill mitigation fund. **State housing is not available.** For further information, please contact George Gray at (831) 335-6383.

COMMUNICATIONS OPERATOR (\$2487-\$3420) (2 POSITIONS) – FIELD SERVICES DIVISION/CENTRAL COMMUNICATIONS CENTER

The reporting location for these positions is the Central Communications Center (CENCOM) in Monterey. These positions work under the direction of the Communication Supervisor. The Central Communications Center provides dispatch service for the Santa Cruz District, Monterey District, San Luis Obispo Coast District, Oceano Dunes Off-Highway Vehicle District, Hollister Hills Off-Highway Vehicle District, and portions of the Diablo Vista District. CENCOM also provides dispatching service for the Department of Fish and Game's 3120, 3130 and 3300 Squad Wardens and the Marine Region Wardens that are within CENCOM's service area. CENCOM is a full access, 24-hour facility serving 200+ peace officers. These positions require operation of radio and CLETS terminals, ability to function in emergencies and willingness to work evenings/nights, weekends and holidays. **State housing is not available.** For further information regarding these positions, please contact Betsy Hackett or Dan Weller at (831) 647-6231.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

EXECUTIVE SECRETARY I (\$2822-\$3431) – OFFICE OF HISTORIC PRESERVATION

The reporting location for this position is Headquarters, in Sacramento. This position works under the direction of the State Historic Preservation Officer and the Deputy State Historic Officer. The Office of Historic Preservation is seeking an Executive Secretary I who is interested in a team environment. The incumbent will serve as Executive Secretary to the State Historic Preservation Officer as well as chief liaison to the State Historical Resources Commission. As Executive Secretary to the State Historic Preservation Officer, the incumbent will manage his calendar, screen correspondence, arrange meetings, and other duties of this nature. As chief liaison to the Commission, the incumbent will be responsible for all communication with the board, which comprises nine gubernatorial appointees. In this regard, the incumbent will also be responsible for communication with the public regarding business before the Commission. The incumbent will also handle logistics for quarterly meetings of the Commission, including attending the meetings and taking minutes. This is an exciting opportunity for a person willing and able to handle multiple tasks. **State housing is not available.** For further information, please contact Diane Thompson at (916) 653-7113.

GUIDE II, HISTORICAL MONUMENT (SUPERVISOR) (\$2976-\$3616) – CAPITAL DISTRICT/STATE CAPITOL MUSEUM

The reporting location for this position is the State Capitol Museum. This position works under the direction of the Museum Director. The State Capitol Museum is looking for an incumbent who is customer focused and desires to work on a team that is striving for excellence. The incumbent will be responsible for staff development, supervision of permanent and seasonal employees, program administration, and a variety of special projects. To be successful in this position, the incumbent must have good interpersonal skills, a knowledge of interpretation presentation skills, multitasking skills, and a commitment to quality service. **State housing is not available.** For further information, please contact Todd Thames at (916) 324-0312 ext. 206.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

MANAGEMENT SERVICES TECHNICIAN (\$2331-\$3201) – NORTHERN BUTTES DISTRICT

The reporting location for this position is the Northern Buttes District Office, located in Oroville. This position works under the direction of the Regional Administrative Technician. As the Management Services Technician for the Fiscal Section of the Northern Buttes Administrative Team, the incumbent will be the hub of purchasing activity. The incumbent will work closely with the Office Assistant, and will be responsible for posting expenditures into the BEARS database, reconciling revenue and expenditures with CalStars, and auditing purchase documents. Proficiency with Microsoft Access is desirable. Training and Development assignments will be considered. **State housing is not available.** For further information, please contact Mary Fitzsimmons at (530) 538-2200.

OFFICE ASSISTANT (TYPING) (\$2003-\$2641) – ORANGE COAST DISTRICT/SOUTH COAST ADMINISTRATIVE CENTER

The reporting location for this position is the South Coast Administrative Center located in San Clemente. This position works under the direction of the Administrative Officer I. The Orange Coast District is looking for an ambitious and reliable individual to work in an office that provides Personnel services to two very large and complex coastal districts (San Diego Coast District and Orange Coast District). This position is responsible for the full range of clerical duties associated with the Personnel function. Duties will include posting to leave record cards; maintaining official personnel files; acting as receptionist for the Personnel Section; putting together and releasing seasonal pre-hire packages; processing fingerprint responses; copying; filing; ordering supplies, and providing assistance to four Management Services Technician's and an Office Technician. Knowledge of Microsoft software and information technology tools is highly desirable. Extensive on the job training will be provided. **State housing is not available.** For further information, please contact Denise Murphy at (949) 366-8505.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

OFFICE TECHNICIAN (TYPING) (PERMANENT INTERMITTENT) (\$14.48-\$17.59/HOUR) – GOLD FIELDS DISTRICT/AUBURN STATE RECREATION AREA

The reporting location for this position is the Auburn State Recreation Area Office, located in Auburn. This position works under the direction of the State Park Superintendent I. This position is responsible for all aspects of the administration program for a dynamic sector office, and works with the District Administration Center. Duties will include processing accounting documents, posting accounts, processing time sheets and enforcement documents, purchasing supplies, typing, filing, and photocopying. The incumbent will act as receptionist for the Auburn State Recreation Area and as such, greets the public, refers visitors and telephone inquiries to appropriate personnel, and sell various publications. Experience with Microsoft Word, Excel and Access programs is desirable. A motivated incumbent with good communication and organization skills, both written and verbal, and the ability to work independently is desired. **State housing is not available.** For further information, please contact Jill Dampier at (530) 885-4527.

PARK MAINTENANCE ASSISTANT (\$2511-\$2737) – CHANNEL COAST DISTRICT/ SANTA BARBARA SECTOR

The reporting location for this position is Carpinteria State Beach, but may be assigned duties at other park units within the District. This position works under the direction of the Park Maintenance Supervisor. The incumbent will assist with organizing and maintaining the programs of housekeeping, litter removal and groundskeeping throughout the sector. There are a variety of challenges and opportunities in this coastal region with its terrific scenery and mild weather. Familiarity with building repairs, utility systems operations, landscape techniques, equipment maintenance, and teamwork is desirable. This position will serve as a lead person to the sector's seasonal and volunteer staff and crews. **State housing is not available.** For further information, please contact Tim Lowe at (805) 684-4218.

PARK MAINTENANCE ASSISTANT (PERMANENT INTERMITTENT) (\$14.48-\$15.79/HOUR) – NORTHERN BUTTES DISTRICT/WEAVERVILLE JOSS HOUSE STATE HISTORIC PARK

The reporting location for this position is Weaverville Joss House State Historic Park, located in the town of Weaverville, and may occasionally be assigned to work in other units of the Cascade Sector. This position works under the direction of the Park Maintenance Worker I. The primary duties of this position will include housekeeping, grounds work, and assisting with facility maintenance projects at the Weaverville Joss House and Visitor Center. **State housing is not available.** For further information, please contact Michael Gross at (530) 225-2065 or mgross@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE ASSISTANT (1/2 TIME) (\$1255-\$1368) – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR/BUTANO STATE PARK

The reporting location for this position is the Butano State Park Maintenance Shop. This position works under the direction of the Park Maintenance Supervisor. This position is a half-time shared position performing housekeeping, groundskeeping, and light maintenance duties, as well as leading unskilled crews in various tasks. The incumbent will work at Butano State Park, as well as Año Nuevo State Park and State Reserve, Rancho Del Oso and other units throughout the Santa Cruz Mountains Sector as necessary. **State housing may be available.** For further information, please contact Rachel Arias at (831) 335-1404.

PARK MAINTENANCE CHIEF I (\$3837-\$4626) – DIABLO VISTA DISTRICT/BAY SECTOR

The reporting location for this position is Mount Diablo State Park. This position works under the direction of the Bay Sector Superintendent. The incumbent will have primary responsibility for overall coordination and direction of the Bay Sector's maintenance program and staff. The units of the Bay Sector include Mt. Diablo State Park, the Civilian Conservation Corps Cultural Preserve, Cowell Ranch, the John Marsh Home, and Candlestick Point State Recreation Area. Additional units currently managed by other agencies are Albany State Marine Reserve, Emeryville Crescent State Marine Reserve, East Shore State Park, Lake Del Valle State Recreation Area, Robert Crown Memorial State Beach and San Bruno Mountain State Park. **State housing is not available.** For further information, please contact Brian Hickey at (925) 673-2891.

PARK MAINTENANCE SUPERVISOR (\$3345-\$4025) – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR/BIG BASIN REDWOODS STATE PARK

The reporting location for this position is the Maintenance Shop, located in Big Basin Redwoods State Park. This position works under the direction of the Park Maintenance Chief for the Santa Cruz Mountains Sector. This position is directly responsible for all maintenance functions within the following units: Big Basin Redwoods State Park, Castle Rock State Park and Portola Redwoods State Park. The incumbent will directly supervise permanent and seasonal maintenance staff and will work closely with various groups and organizations, as well as the Technical Systems crew on wastewater and water issues within Big Basin, Portola, and Castle Rock. Knowledge of contracts, purchasing, Maximo program, and CEQA or P.E.F. process is desirable. **State housing may be available.** For further information, please contact Felipe G. Jauregui at (831) 335-6324, or fjaur@cwoc.com.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

PARK MAINTENANCE WORKER I (\$2737-\$3268) – ORANGE COAST DISTRICT/CENTRALSECTOR

The reporting location for this position is Crystal Cove State Park, however this position will be utilized district-wide. This position works under the direction of the District State Park Resource Ecologist. This position is located in the Orange Coast District, which encompasses 6 coastal units, and will offer a wide variety of challenging project work involving natural and cultural resources. The incumbent will act in the lead position for the seasonal resource management team. Duties may include, but are not limited to MAXIMO data entry and manipulation; safe use of herbicides; CEQA impact avoidance issues; resource purchasing; budget and wage record database; weed and erosion control; ecological restoration; prescriptive burns; university research coordination; analyzing resource maintenance problems and taking corrective action on vegetation, trails, and roads; prepares project reports, and meets the public, volunteers and other groups explaining resource values and safe use of field tools. This position will be assigned to lead the community work program and California Department of Forestry fire crews, and will be required to pass a background check by involved agencies. **State housing is not available.** For further information, please contact David Pryor at (949) 497-1421.

PARK MAINTENANCE WORKER I (\$2737-\$3268) – SANTA CRUZ DISTRICT/SANTA CRUZ MOUNTAINS SECTOR

The reporting location for this position is the Big Basin Maintenance Shop, but may be assigned tasks in outer units of the sector as needed. This position works under the direction of the Mountain Sector Park Maintenance Chief or Park Maintenance Supervisor. This position is responsible for the maintenance of facilities within the Santa Cruz Mountains Sector, which includes Big Basin Redwoods State Park, Castle Rock State Park, Portola Redwoods State Park, Henry Cowell Redwoods State Park, Butano State Park and Año Nuevo State Park and Reserve. This position must carry a Class B California Driver's License. This position receives California Driver's License differential and will be subject to random drug testing. **State housing may be available.** For further information, please contact Felipe Jauregui at (831) 335-6311, or at fjaur@cwo.com.

STAFF MANAGEMENT AUDITOR (\$4746-\$5726) – EXECUTIVE/AUDITS OFFICE/SACRAMENTO

The reporting location for this position is the Audits Office, located at One Capital Mall in Sacramento. This position works under the direction of the Senior Management Auditor. The incumbent will be responsible primarily to provide first line supervision to a staff of five, and conducting statewide grant audits. This position requires someone with a minimum of three years experience, at the associate level, performing audits of grants to local governmental agencies. The position requires up to 20% travel. **State housing is not available.** For further information, please contact Richard Wong at (916) 445-8992.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

STAFF PARK AND RECREATION SPECIALIST (\$4963-\$5988) – OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION/HEADQUARTERS/SACRAMENTO

The reporting location for this position is the Off Highway Motor Vehicle Recreation Headquarters at 1725 23rd Street, Suite 200, located in Sacramento. This position manages the \$17M grants and local assistance program, providing funding to local and federal agencies and non-profit organization to provide recreation, conservation, enforcement and education. Extensive travel will be required, as will operation of off-highway vehicles to remote recreation sites for grant inspections. Good communication skills, both orally and in writing are desirable, as presentations before the OHMVR Commissions, Stakeholders Roundtable, and other public meetings will be required. **State housing is not available.** For further information, please contact Rick LeFlore (916) 324-1609.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK RANGER – (\$2890-\$4135) - CHANNEL COAST DISTRICT/VENTURA SECTOR

The reporting location for this position is San Buenaventura State Beach, with additional duties at Emma Wood State Beach and McGrath State Beach. This position works under the direction of the Supervising State Park Ranger. This position offers a broad range of opportunities in public safety, interpretation, resource management, and volunteer management. This sector is busy year round with a variety of visitors and park settings. The staff works closely with allied agencies and community programs. The sector is active in community outreach with Junior Lifeguards and the PAL program, including kayak tours. **State housing is not available.** For further information, please contact Steffani Jarrett at (805) 585-1844.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

**STATE PARK RANGER (\$2890-\$4135) – DIABLO VISTA DISTRICT/BAY SECTOR/
CANDLESTICK POINT STATE RECREATION AREA**

The reporting location for this position is the Candlestick office at 1150 Carroll Drive, located in San Francisco. This position works under the direction of the Supervising State Park Ranger. This is an exciting opportunity to live and work in the beautiful San Francisco Area and work in a wide variety of state park settings. The incumbent's primary duties include visitor and resource protection, campground and day use area operations, and interpretation and volunteer management program oversight. This position provides many outstanding opportunities to expand interpretive and volunteer management experiences in rural as well as urban environments. **State housing is not available.** For further information, please contact Ann Meneguzzi at (415) 671-0145.

**STATE PARK RANGER (\$2890-\$4135) – MENDOCINO DISTRICT/SOUTH SECTOR/
HENDY WOODS STATE PARK**

The reporting location for this position is Hendy Woods State Park. Patrol and relief duties may extend elsewhere in the South Mendocino Sector. The incumbent will work under the direction of the South Sector Supervising State Park Ranger, and as part of the team of park personnel managing the South Mendocino Sector. This is a remote position requiring an incumbent who is skilled and self-confident in leadership, campground operation, resource/interpretive ability, law enforcement, and emergency medical aid. This position acts as lead person for seasonal staff and Campground Hosts. Hendy Woods State Park is a classic redwood state park, encompassing 845 acres of spectacular old and second growth coast redwood, and includes 92 developed campsites, day use area, and several miles of hiking trails. This position requires a well rounded generalist ranger, who is self motivated and able to work independently in a remote setting. **State housing may be available.** For further information, please contact Kevin Joe at (707) 937-5804.

**STATE PARK RANGER (\$2890-\$4135) – NORTH BAY DISTRICT/MARIN SECTOR/
SAMUEL P. TAYLOR STATE PARK**

The reporting location for this position is Samuel P. Taylor State Park, located in Marin County, but may also cover other parks in the Marin Sector. This position works under the direction of the Supervising State Park Ranger. Samuel P. Taylor is a 2,700 acres redwood park with an active interpretive, volunteer, and public safety program. Firearms and Emergency Medical Relief Instructors are encouraged to apply. **State housing is not available.** For further information, please contact Tina Williams at (415) 898-4362 ext. 15 or twilliams@parks.ca.gov or Dave Matthews at (415) 488-0291 or dmatthews@parks.ca.gov.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

**STATE PARK RANGER (\$2890-\$4135) – NORTH BAY DISTRICT/MARIN SECTOR/
SAMUEL P. TAYLOR STATE PARK**

The reporting location for this position is Samuel P. Taylor State Park, located in Marin County, but may also cover other parks in the Marin Sector. This position works under the direction of the Supervising State Park Ranger. Samuel P. Taylor is a 2,700 acres redwood park with an active interpretive, cultural, resource management, and law enforcement program. Firearms and Emergency Medical Relief Instructors are encouraged to apply. **A State mobile home pad may be available.** For further information, please contact Tina Williams at (415) 898-4362 ext. 15 or twilliams@parks.ca.gov.

**STATE PARK RANGER (\$2890-\$4135) – NORTH COAST REDWOODS DISTRICT/EEL
RIVER SECTOR**

The reporting location for this position is the Ranger Station at Richardson Grove State Park, but may include duties at Standish Hickey State Recreation Area, Benbow Lake State Recreation Area, and Sinkyone Wilderness State Park (as needed). This position works under the direction of the Supervising State Park Ranger. These are classic redwood parks with traditional generalist ranger tasks and challenges. Miles of rivers, ocean and forests await your turn at stewardship and enjoyment. **State housing may be available.** For further information, please contact John O'Rourke at (707) 946-1814, or jdor@humboldtredwoods.org.

If applying for more than one position, please submit a separate application for each position and indicate your choice in location. Please be specific.

The following vacancies are offered as advertisement to candidates who are current or eligible for reinstatement as a PC 830.2, California State Peace Officer.

STATE PARK SUPERINTENDENT II (\$4774-\$5758) – INLAND EMPIRE DISTRICT/CHINO SECTOR

The reporting location for this position is the Chino Sector Office, located in Riverside, and is overlooking the fragrant orange groves of California Citrus State Historic Park. The Sector Superintendent works under the direction of the Inland Empire District Superintendent. This position is responsible for the supervision and management of the Sector's Visitor Services, Technical Services, Resources, and Administrative programs. The incumbent will be actively involved in several major capital outlay projects including a new visitor center, an entrance road, a campground, and restoration of the world famous Coal Canyon Biological Corridor at Chino Hills State Park. Other ongoing projects include a multi-jurisdictional Santa Ana River Trail and the general plan build out at California Citrus State Historic Park. The incumbent will be required to work closely with the California Citrus State Historic Park Non-Profit Management Corporation, several cities and three counties, utility companies, environmental groups, and volunteers. Strong leadership skills, creativity, initiative, and ability to work independently with minimal supervision are desirable qualities. **State housing is not available.** For further information, please contact Gary Watts at (951) 443-2423, or gwatts@parks.ca.gov.

******* EXAMINATIONS *******

The Department of Parks and Recreation has scheduled the following examinations.
Standard State applications (STD. 678) may be sent to:

Department of Parks and Recreation
Personnel Office
ATTENTION: EXAM UNIT
P.O. Box 942896
Sacramento, CA 94296-0001

<u>CLASS</u>	<u>FINAL FILING DATE</u>	<u>EXAM BASE</u>
CEA, Deputy Director IV Development Division	July 30, 2004	
Communications Operator	Continuous File	Open Non-promotional
State Park Lifeguard (Cadet)	Continuous File	Open
State Park Ranger (Cadet)	Continuous File	Open